

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-278-2022
Company Name	M1 Services
Industry	Services
Vacancy	Specialist, Financial Planning & Analysis
Number of vacancies for that position	1
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	Management & Support
Major(s)	Finance / Economics
Degree	Bachelor's degree in finance / Economics
Years of Experience	3 to 4 years of experience in financial planning and analysis especially in companies' valuations
Location	Beirut
Remuneration & Benefits	
Currency (LBP, Dollar, Lollar)	
Tasks & Responsibilities	<p>Role Summary Compile budgets received from BUs and assist in the preparations of the ones done by the head office. Also assist the BU in the preparations of budgets, business plans and valuations reports. Assist in the preparation of the monthly reporting & analysis.</p> <p>Main Accountabilities & Performance Measures</p> <ul style="list-style-type: none"> • Collect and/or assist in the preparation of budgets in order to make sure that budgets prepared are in line with the group policy & procedure • Compare BU and departments financials to budget allocation in order to analyse variations and optimise it. • Follow up with BU and departments on the periodic reports generated in order to make sure that they are timely updated and submitted according to set targets and

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objectives; analyse and consolidate the reports received to come up with conclusions

- Contribute in reviewing and analyzing documents comprising: supply/demand reviews, value chain reviews, growth perspectives, benchmarks, potential investment venues, competitors, etc. in order to provide recommendations
- Assist in the review of feasibility studies or business plans received from entrepreneurs and companies, participate in the financial analysis, and other financial valuations for multi-sector projects in order to allow M1 Investment Committee to decide whether to proceed with such investments or not
- Provide support to various BUs such as preparation of presentations, financial models, financial analysis, business plans and valuation reports.
- Perform any other duties related to his/her scope of work and competencies needed in order to meet the ongoing organizational needs. The Job Description is not intended to be all-inclusive

Educational Requirements

Bachelor's degree in finance / Economics
MBA degree and/or CFA/CMA is preferred.

Knowledge, Technical Skills & Experience

- Knowledge and experience in building complex financial models
- Advanced in English, French is a plus
- Proficient in Microsoft office especially in Excel

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- 3 to 4 years of experience in financial planning and analysis especially in companies' valuations
- Previous experience in an investment bank or a management consulting firm is preferable